



Returning to Archery

Phase 2 – Restricted
Shooting

**Guidance Notes for
Coaches**

Version 2.1

Updated: 21 August 2020



FOR THE LOVE OF ARCHERY

INTRODUCTION

UPDATED FOR 25 August 2020

We have indicated the key additions and updates to these guidelines with **[NEW]** and **[UPDATED]** on the following pages.

These guidelines currently apply to England. They have been produced in line with the English Government guidance published on 9 July 2020, which can be read on the Gov.uk website - <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Northern Ireland

[UPDATED] Only outdoor shooting is currently allowed and everyone will need to follow the current [Northern Ireland Government guidelines](#). The indicative date for a return to indoor archery in Northern Ireland is the 7 August 2020.

Wales

[UPDATED] Only outdoor shooting is currently allowed and everyone will need to follow the current [Welsh Government guidelines on social distancing and travel](#). Clubs in Wales will need to follow the Archery GB Guidelines on returning to archery.

Scotland

[NEW] Scottish Archery has published their Phase 3 guidance for archery. Click [here](#) for more information.

Archery is a sport where close contact with others can be avoided. Archery GB has developed a set of practical guidelines for clubs to follow so that restricted shooting can take place where the local environment allows.

The choice to return to archery at this time is one that needs to be made locally by clubs, after considering their own circumstances. There are many clubs who are keen to return to archery as soon as possible, but we appreciate there will be those that have genuine concerns, or their local environment will make shooting safely impossible at this stage. It is the responsibility of each club to make their own assessment based on their local environment and circumstances.

These guidelines should be read in conjunction with the guidelines for clubs and archers, and all elements of the guidelines should be considered to ensure activity can be delivered safely.

We therefore ask you to read and consider the information below carefully, before making a decision to return to archery as safely as possible during this current phase.

Please do not feel pressured to coach or shoot, until you are confident you can do so safely, by following both the Archery GB guidelines and the current government advice.

STAY ALERT

The clear Government message is that we can all help to control the virus if we all stay alert. This means you must:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly
- Self-isolate if you or anyone in your household has symptoms.

At all times, clubs and coaches need to remain flexible and have the ability to communicate changes to their members quickly. Clubs and coaches must respond quickly if there is an increase in the virus locally, nationally or if any of club's members or visitors to the range test positive for coronavirus.

PHASED RETURN

A return to archery is taking place on a phased basis, the phases will change in line with the latest government guidelines once it has been published. Currently we are working on a three-phase approach. Please note, these phases are subject to change as the government exit strategy becomes clearer.

Phase 1 - Outdoor only. Family units or individual shooting. Social distancing of 2m maintained between anyone not in the same household. No social activities, "turn up, shoot, go home", minimise contact with others. Coaching 1:5 allowed while maintaining social distancing.

Phase 2 – Indoor and outdoor shooting. Shooting in two details or family households (outdoor only). Limited numbers with appropriate social distancing between archers. Limited contact outside of shooting. Coaching 1: 5. Some competitions allowed but limited to social distancing.

Phase 3 – Full training and competition. Indoor and outdoor shooting. Social activities permitted – Further details to follow.

[NEW] From 25 July, the sport will be in **Phase 2** and these guidelines have been updated to reflect this change. We will continue to update archery specific guidance as and when the government advice is updated.

If you have any questions then please email membership@archerygb.org and a member of staff will get back to you, please note a number of the team are furloughed and this may take longer than usual.

STAY ALERT

- Archers **MUST NOT** come to the Archery Range if they show symptoms of any illness but in particular of Covid-19. [These are highlighted on NHS Direct](#) and include:
 - A new persistent and dry cough
 - A temperature
- **[UPDATED]** If you are symptomatic, living in a household with a possible COVID-19 infection then guidance is that you should remain at home. If you are classified as extremely vulnerable on health grounds, although you can meet people outdoors and, from 4 July, indoors, you should be especially careful and be diligent about social distancing and hand hygiene. For those shielding, you can now consider taking safe exercise outdoors and meeting up with one person outside your household, always maintaining social distancing and robust hand and respiratory hygiene.
- Archers should notify the club should they develop symptoms after attending the archery range.
- After the session, archers should sanitise their hands, clean their equipment and anything else used at the session.

COACHING

Coaching can take place so long as the restrictions described within this guide are adhered to. It is recommended that only licensed Archery GB instructors and coaches lead sessions.

Restrictions:

- **[NEW]** Check the latest guidance on group sizes so that you are delivering to the permitted ratio.
- **[UPDATED]** Stay at least 2m away from your archer(s) and other people as your normal practice, except in the case of an emergency. When instructing / coaching beginners you may directly supervise from 1m away whilst wearing a face covering, until it is no longer necessary (i.e. the archer is familiar with the shot procedure and so you are able to move to 2m away).
- Do not use physical contact, for example to correct shooting technique. Instead, use non-tactile coaching cues and feedback.
- Do not touch equipment that other people touch, for example, avoid pulling out someone else's arrows, moving sights.
- **[UPDATED]** Avoid sharing equipment where possible. Archers should use their own equipment if possible (or equipment that is loaned to them by the club and is kept by the archer for a period of time). Where this is not possible and is deemed a barrier to participation, clubs and coaches need to do everything practical to minimise the risk of transmission. These include:

- The frequent cleaning of objects, equipment and surfaces that are regularly touched, ensuring there is adequate disposal arrangements for waste.
- Sanitisation of all equipment after every use, before being used by someone from a different household.
- Wash/sanitise your hands thoroughly before and after using, handling or cleaning equipment.

Coaching Archery:

- **[UPDATED]** Coaching can be provided to: beginners with no prior experience of archery; archers that that have partially completed a Beginners' Course and have therefore already been taught to shoot safely; and archers that are able to shoot safely on their own without intervention.
- **[UPDATED]** Coaches should consider if the individuals are able to shoot safely without physical intervention and plan the session putting safety first.
- **[UPDATED]** Maintain social distancing. By choosing to coach, you are taking the responsibility to ensure that the group or groups you work with remain socially distant by remaining two metres apart or one metre plus mitigations (such as face coverings) where two metres is not possible.
- **[UPDATED]** You can meet with different archers in a single day
- **[UPDATED]** Coaching should only take place on a prearranged basis.
- **[NEW]** Clear instructions should be provided to participants in advance so that they know which coach to report to, if there are two or more groups.
- All activity requires careful planning and a risk assessment.
- Ask archers to pack up and leave immediately after their session, to help minimise unnecessary contact with others.

The coaching you provide will naturally need to adapt, and you'll need to get used to doing things a bit differently.

Please ensure that you're still working within our policies and codes of conduct. You can re-familiarise yourself with these [here](#).

[NEW] Coaching Adults and Children:

- **[UPDATED]** Sessions limited to group sizes of no more than six, including coach(es).
- **[NEW]** You can organise a coaching session that has two or more groups of six (with each group including a coach) involved in the session, as long as the groups are kept separate, and everyone is socially distancing.

[NEW] Coaching Children:

The Government has made it clear that larger group activity for children is permitted in groups of up to 15 children in accordance with the [Department for Education's guidance for providers of out-of-school settings](#).

- Coached sessions for children should be limited to group sizes of no more than 15, plus coach(es).

- Archery GB's recommended group ratio is 1 coach to 12 participants. There are many considerations when setting coach / participant ratios and ultimately the responsibility lies with coaches. The coach should carefully consider a ratio to use that will maintain safe practice while planning for the session.

[NEW] Coaching in Schools:

Each school will have varying methods to managing group sizes and activity whilst COVID restrictions are in place.

- Coaches will need to work with schools on an individual basis to develop a safe approach to delivering archery. This includes selecting a safe participant to coach ratio, which meets the school's policy and enables archery to take place safely.
- Coaching small groups of children, at least initially, is sensible to help children to adjust to the new way of doing things in the school context.

Prepare your return to coaching:

Archery is a great way to improve our physical and mental health at this time. Remember that everyone is experiencing the impact of the COVID-19 situation differently, so it's important to prepare for coaching slightly differently to what you may be used to.

- Reflect on your own needs at this time as well as taking some time to understand how the needs of the people you instruct / coach. Be adaptable to help yourself and them take part in an enjoyable way.
- Plan your session to consider how you will meet the restrictions.
- Use the risk assessment that your club / organisation has made.
- Inform your archers about what measures are being taken to ensure theirs and your own safety. This will give them confidence to take part and help them understand how the session will take place.
- Think about the session afterwards and ask for feedback, so you can continue to adapt and improve.

[UPDATED] COACHING BEGINNERS

We recognise that some clubs and organisations are ready to resume the delivery of archery experiences for beginners.

All experiences should be registered within the Club's profile on the Membership Portal (Sport80).

Temporary changes to current practice

Archery GB has provided this additional section within this guidance to support instructors and coaches to deliver archery experiences safely. This is temporary guidance while government restrictions are in place.

Consider if instructing and coaching is right for you at this time

Instructors and coaches are not under any pressure to provide sessions for beginners. We fully support instructors and coaches to only do what they feel comfortable with and able to do. This is the personal choice of the instructor or coach.

Plan your session

Be flexible in what you deliver to ensure that it is achievable within the restrictions. Keep to the basics of archery and do not try to advance your archers too quickly.

Allow plenty of time

Instructing and coaching beginners will take longer than usual while restrictions are in place. Be patient, and allow additional time for explanation, demonstration and practice. Ensure that each participant is safe and comfortable at each stage before progressing them further.

Maintain social distancing and hygiene

In all your actions, think about how you are able to safely keep to the social distancing and hygiene guidance. There may be occasions when you cannot, but this should only be for overriding safety purposes.

This guidance includes a responsibility for clubs to provide clean equipment. We recommend planning this as a club to ensure that you have an effective system of cleaning in place. Washing your hands regularly will help you maintain hygiene standards. Participants should also be encouraged to wash their hands at the beginning and end of the session.

The government's '1 metre plus' guidance means that if you coach from a distance of 1 metre rather than 2 metres, you should implement additional safety measures, for example wearing a face covering.

Instructing and coaching children

Children may need extra support to understand how to socially distance and maintain hygiene. Where possible, enlist help of parents/carers or other volunteers to help you manage this.

Guidance for revised practice

The below table sets out common aspects of coaching, associated risk, and recommended revised practice to reduce the risk and meet the government restrictions. This is not an exhaustive list and you are encouraged to identify additional scenarios in your own setting and plan accordingly.

| Current standard practice | Risk | Temporary revised practice |
|--|--------------------------|---|
| Space available behind the waiting line. It is usual for participants to closely interact. | Requires close proximity | Use markings or zones to help the participants understand where to stand to maintain social distancing. |

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| <p>Equipment sharing during the session Bows, arrows, bracers, finger tabs, and quivers are shared between participants.</p> | <p>Requires touching shared surfaces</p> | <p>Assign each participant or household equipment for the session.</p> <p>Mark each bow and arrow so that participants can specifically identify their own.</p> <p>Wash/sterilise equipment in between sessions, including:</p> <ul style="list-style-type: none"> • Bows handles/limbs/strings • Arrows • Arm bracers including fastening method • Tabs • Stretch bands <p>Replace or clean equipment in between sessions:</p> <ul style="list-style-type: none"> • Strings • Target faces |
| <p>Checking arrow length Holding an arrow in front of an archer to measure the arrow size they require.</p> | <p>Requires close proximity</p> | <p>Plan a way to accurately measure arrow length without breaching social distancing or hygiene guidance. Alternatively use oversized arrows for each individual.</p> |
| <p>Supporting the participant It is common to physically load the arrow, adjust body, bow and string position.</p> <p>Each participant also reacts differently when trying archery for the first time. For example, it is common not to have confidence to draw the bow, hold the bow etc.</p> | <p>Requires close proximity</p> | <p>Warm up with stretch bands to explain technique. Use this as an opportunity to assess coordination and identify participants who may need extra support.</p> <p>Use clear verbal explanation, feedback, demonstration and visual aids (e.g. a mirror) to teach correct shooting technique.</p> <p>Tip:</p> <ul style="list-style-type: none"> • Use the '<i>one two three alignment drill</i>' to help beginners understand and find their reference point at full draw. • Use the '<i>release motion drill</i>' and '<i>finger release drill</i>' to help the archer establish a correct anchor point and shot execution • Use the '<i>four step drill</i>' with a band to help develop and refine the draw. |
| <p>Intervening for safety reasons Close proximity is used to directly manage the outcome of the participant shooting their first arrows. Safety</p> | <p>Requires close proximity</p> | <p>Physically intervene if this is needed for safety reasons. If you need to be 1m from the archer to maintain social distancing, wear a face mask.</p> <p>Risks are significantly reduced by the instructor / coaches by:</p> |

| | | |
|--|---|---|
| <p>issues can arise from mishandling of the bow, and the arrow pointing incorrectly etc.</p> | | <ul style="list-style-type: none"> • Prioritising safety - Spend time explaining how to come down, including what the command means and how it is used when the instructor/coach sees something that isn't safe. The participants should understand to stop what they are doing immediately and come down, then wait for further instruction. • Assessing the situation - Make use of a pre-session questionnaire to ask the participants handedness, height and eye dominance if known as well as medical issues that might affect shooting. Ask if they feel they will need extra support/assistance. • Monitor participants prior to shooting – Use drills in the lead up to shooting an arrow to reinforce safety guidance and assess coordination. • Provide clear instruction – Explain what is needed, use visual aids, and where helpful engage parents/carers more in the session to assist you. <p>To prevent safety issues arising provide 1:1 supervision of a beginner. Maintain this approach until the beginner is able to shoot competently without intervention. This is usually, but not limited to, shooting the first few arrows.</p> |
| <p>Anchor position on the corner of the mouth Standard technique for beginners.</p> | <p>Proximity to mouth on shared equipment</p> | <p>Ensure that hygiene standards are maintained by cleaning and replacing shared equipment.</p> |
| <p>Supporting participants with mixed abilities Some beginners require extra support, for example due to a disability</p> | <p>Requires close proximity</p> | <p>Adhere to 'Return to archery guidance for Supporting Disabled Archers' available at www.archerygb.org</p> |
| <p>Managing participants Participants share a target</p> | | <p>Adhere to 'Return to archery guidance for clubs' available at www.archerygb.org</p> |

Thank you to the following instructors and coaches who have helped to provide this guidance: Andy Hood, Sue Matthews, Lloyd Brown, James Clifford-Jones, Keith Burton, Stephanie Gill, Tim Swane and Pete Hill.

CLUBS

These guidelines will cover the majority of archery clubs; however, we recognise that not all clubs will be able to open during **Phase 2** for a number of reasons, and clubs should only open if they can confidently meet the guidelines.

This is a summary of the notes for Clubs.

- A risk assessment must be undertaken by the club, before any archery resumes. This must be shared with all volunteers, coaches and members as necessary.
- **[NEW]** The return to archery in **Phase 2** is outdoor and/or indoor shooting. Coaching can take place on a one to five basis as long as social distancing is observed.
- **[NEW]** Archers must practice social distancing at all times and maintain a distance of at least 2 metres apart. If this is not practical/possible, then other mitigating practices, such as face coverings or physical barriers such as protective screens, should be used as per the 1m+ guidance. People from different households should not travel in the same car.
- **OUTDOOR ONLY**
[UPDATED] Targets may be used by two archers from different households, when shooting **outdoors**, in two single details (as long as 2m social distancing is maintained); one archer; or one group of archers of any size if from the same household **[ENGLAND AND NORTHERN IRELAND ONLY]**
- **[UPDATED]** Individual targets can be positioned 4 or 5 metres from each centre (depending on available space). If two targets are placed in a lane for use by a household, then 5 metres should remain between the centres of the adjoining targets. This minimum spacing take effect from 4 July 2020 until further notice, and supersedes **Rule 301 (b) (i) and (ii)**.
- **[NEW]** All archers must wear face coverings in all **indoor** environments, except when actively shooting.
- **[UPDATED]** In some cases archers should come prepared to start shooting. Toilets can be used as long as the club can implement the [Government guidelines for keeping facilities and equipment clean](#).
- The *Guidance Notes for Archers* should be provided to all club members.
- **[UPDATED]** To support the Track & Trace initiative, clubs, and coaches, should use a booking system for **all archery sessions (indoors and outdoors)**. This will support lane management, avoid disappointment and stagger timings to minimise encounters between people, including in car parks and at entrances. Turning up at the range without a slot should be discouraged. Please see the *Implementing a Booking System* in the club guidance for more information

- **[NEW]** Please see the *Guidance Notes for Clubs* for information on range layout for both indoor and outdoor environments.

[NEW] CLUB FACILITIES & INDOOR VENUES

From 25 July, club facilities, and indoor shooting areas, can open. For clubs with owned or leased facilities they should follow **COVID-19 Secure guidelines**. It is important to maintain social distancing and good hand hygiene in these circumstances.

- Due to the variety and number of different venues used by clubs, Archery GB is not in a position to give guidance to how a club should reopen, manage and clean a facility.

SPECTATORS & NON-ESSENTIAL VOLUNTEERS

Spectating should continue to be actively discouraged.

Where attendance of a parent/guardian (non-participant) or a carer for a disabled archer is required, it should be limited to one per archer, with social distancing strictly observed while watching the sessions (consider marking out specific boxes/areas for this purpose).

[UPDATED] Consideration should be given to single parents or carers, in order to enable participation by all. Parents are responsible for supervision and in line with social distancing guidelines. Children are not always good at hand hygiene; the virus can be spread by touching contaminated surfaces. Therefore, pay special attention to children's hand hygiene.

Only essential volunteers should be at the range, and their roles during practice sessions should be logged in the risk assessment.

Please note guidance can change quickly and we will respond to any changes made by government as soon as is practicable to do so. Keep up to date with the latest information at www.archerygb.org/covid19